

EMPLOYMENT OPPORTUNITY



CITY OF CALISTOGA, CALIFORNIA

Police Officer (Lateral and Academy Graduate)

Salary Range: \$ 66,252-\$80,532

Application Deadline: March 31, 2016 @ 4:30 p.m. or until filled

The City of Calistoga:

Calistoga, at the top of beautiful Napa Valley, is only 75 miles north of San Francisco, and is easily reached from anywhere in the greater Bay Area. Calistoga is well known for its many geothermal spas and hot springs. A tourist-oriented community, Calistoga has a population of 5,190, which can double on weekends. Calistoga maintains its small town atmosphere while providing amenities such as hiking /biking trails, unique shops, art galleries, fine restaurants and world-class spas.

The Department:

The Calistoga Police Department consists of administration, patrol, investigations, traffic and code enforcement. The department is staffed with a Police Chief, 2 Sergeants, 2 Senior Officers and 6 Officers. In addition to the full time staff there are part time staff that include reserve officers, 2 Parking Enforcement Officers, and 1 Code Enforcement Officer.

The Police Dispatch Services encompasses the Dispatch Center and Records Bureau of the Police Department. Dispatch staff consists of one Dispatch Supervisor, 3 full-time Dispatchers and 3 part-time Dispatchers. The Records Bureau maintains files of police reports, citations and other correspondence.

The Position:

This position performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression. Police officers prepare cases and provide courtroom testimony, provide information and assistance to the public and perform special assignments in areas such as patrol, traffic, investigations and gang enforcement. This position patrols an assigned area in a car, on bicycle, or on foot to observe and report suspicious activities or hazardous conditions for the prevention and detection of crime; arrests law violators in accordance with applicable statutory and case laws. This position also answers routine and emergency calls for protection of life and property and the enforcement of City, County, State and Federal laws, codes and ordinances. This position will assist in the response and management of emergency or planned events, including natural disasters, fires, parades and crowd control.

Skills and Characteristics:

- Excellent communication skills
- Think and act quickly in emergency situations
- Understand and follow written and verbal directions

Skills and Characteristics (cont.)

- Interpret and explain laws, rules and regulations
- Operate a variety of public safety equipment, including computers and related applications
- A commitment to public service, possess high ethical & accountability standards, objective, professional, and responsive in dealings with the public, City Council and adopted bodies.

Experience and Training:

- Must possess a California P.O.S.T Certified Basic Law Enforcement Academy Certificate
- Candidates must have completed the P.O.S.T. Basic Academy
- Candidates must be a high school graduate or its equivalent
- Note: In conformance with P.O.S.T. regulations, applicants separated from active law enforcement in excess of three years must repeat the State Basic Training Standards or would not be considered for appointment of a lateral entry basis

Benefit Package:

- City pays 90% of Medical and Dental monthly premiums for employee and dependents
- Member of the Public Employee Retirement System (Employee pays full employee contribution)
- 80 hours Vacation Leave per year; increasing after year 3
- 96 hours Sick Leave per year with buyout
- 12 City paid holidays
- Employees who qualify shall receive five per cent (5%) of base salary as bilingual differential
- Graveyard differential pay at four per cent (4%) of base salary
- Education incentive for P.O.S.T. Certificates at two and one half percent (2.5%) up to five percent (5%) of base salary
- City is a member of Social Security and employee pays the full employee portion

How to Apply:

- Applications are available at the City of Calistoga, Personnel Department, 1232 Washington St., Calistoga, CA, (707) 942-2803, or they may be downloaded at www.ci.calistoga.ca.us. Applications must be filled out completely and received by the Personnel Department no later than **March 31, 2016 @ 4:30 p.m. No e-mail or faxed applications are accepted.** Incomplete applications will not be considered. Please submit a cover letter, resume and application. Resumes in lieu of applications will not be accepted.

Selection:

- All applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the oral board process. Prior to appointment, candidates must pass a pre-placement physical examination, drug screen, in depth background check, a psychological exam, criminal history check, and polygraph examination. An eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list.